



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

ninemilecreek.org

Position Announcement

Position Title:	Water Resources Project Manager
Position Status:	Full Time
FLSA Status:	Exempt
Salary:	Salary range is \$58,400 - \$100,800; initial salary dependent on qualifications and experience.
Location:	Eden Prairie, MN (Hybrid)
Reports To:	District Administrator

PRIMARY OBJECTIVE

Perform skilled to highly skilled duties related to the implementation of projects that protect and enhance Nine Mile Creek and local lakes in the Nine Mile Creek Watershed District (District), including coordinating lake studies and the planning and implementation of water resources projects in the District.

POSITION DESCRIPTION

The Water Resources Project Manager is responsible for coordinating the development of water and natural resources studies and the development and implementation of watershed projects. This primarily includes implementing projects that address lake and creek health but may also include implementing flood control and natural resource restoration projects. The Water Resources Project Manager is responsible for coordinating watershed management activities with other local units of government, agencies, private and non-profit sectors in the watershed, and the public.

ESSENTIAL FUNCTIONS

The Water Resources Project Manager may be responsible for the following functions:

- Oversee the District's lake study process, which involves assessing lake health and potential solutions to lake health problems. Tasks will include working closely with the District's engineering firm to ensure project deliverables, providing technical review, comment and district perspective on studies, coordinating with public partners, and coordinating public participation efforts with District education staff.
- Oversee the District's feasibility study process, which involves evaluating watershed and in-lake projects for implementation. Tasks will include working closely with the

District's engineering firm to ensure project deliverables, providing technical review, comment and district perspective on studies, coordinating with public partners, and coordinating public participation with District education staff.

- Manage the implementation of District capital improvement projects, including managing in-lake and watershed-based projects from scoping to closeout. Tasks may include acquiring easements, assisting in the development of contracts and cooperative agreements, monitoring progress by consultants and contractors, reviewing change orders, payment applications and invoices, coordinating with project partners, and coordinating public engagement with District education staff.
- Engage in partner projects, including building and maintaining local partnerships to explore opportunities and to advance partner-led water quality improvement projects and other projects that meet District goals.
- Build a fisheries management program that supports lake health objectives, including developing a framework for fisheries assessment and management in the watershed. Work with District consultants to implement carp and goldfish management.
- Manage the implementation of the District's aquatic invasive species (AIS) prevention, early detection and rapid response plan, including coordinating with District consultants and partnering entities (such as cities, Three Rivers Park District, Department of Natural Resources). Tasks may include communicating with stakeholders about new AIS infestations, partnering with entities to implement rapid response treatments, and working with District education staff on AIS prevention education.
- Manage incoming grants to support District projects, including identifying funding sources, managing the grant development process, and grant reporting.

ADDITIONAL FUNCTIONS

- Assist in board meeting preparations, including preparing reports and summaries for the board of managers; routinely attend and participate in board meetings.
- Participate as a member of the staff team by contributing ideas, providing comments when requested, and helping where needed for District projects and programs.
- Effectively represent the District to other local units of government, the Nine Mile Creek Watershed District Board of Managers, partner organizations, and the public.
- Stay up to date with developments in the field of water and natural resources.
- Other duties, as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in the field of water resources, environmental science, conservation biology, or related field. A minimum of five years of professional experience including environmental project management.

KNOWLEDGE, SKILLS and ABILITIES

The following is a list of preferred traits and experience for this position. Experience with all the items below may not be required to hold the position.

Technical and Policy:

- Knowledge of urban water resource management and lake and stream ecology.
- Knowledge of and working experience with green infrastructure, stormwater best management practices, and in-lake management strategies.
- Experience developing lake management plans.
- Knowledge of aquatic invasive species management, including fisheries and plant management.
- Ability to analyze technical data and summarize findings.
- Knowledge of public processes in government.
- Familiarity with local, state, and federal water resource regulations.

Project Management:

- Experience implementing water resource capital improvement projects.
- Ability to work with consultants, partners, and contractors to meet project goals.
- Experience meeting timelines and achieving project expectations.
- Ability to track and manage details while maintaining a strategic perspective.
- Ability to manage multiple projects and deadlines simultaneously.
- Ability to prioritize solutions to complex problems.
- Strong self-motivation, flexible thinking, and a desire to actively manage change.

Communication:

- Ability to develop effective cooperative relationships with government staff, private entities, and the public.
- Ability to take technical information and communicate it effectively to a given audience.
- Experience with different methods of stakeholder engagement and outreach strategies.

Other:

- Proficiency in computer programs such as Microsoft Office, Adobe Acrobat, and GIS.
- Valid driver's license.
- Ability to work occasional evenings and weekends.

PHYSICAL REQUIREMENTS

This work regularly requires sitting or standing for extended periods of time while working at a computer in an office setting. This work occasionally requires moving and carrying equipment up to 50 pounds, potentially in rough terrain. This work occasionally requires working outside in varied weather conditions.

SUPERVISORY RESPONSIBILITY

None, unless otherwise assigned.

POSITION BENEFITS

Nine Mile Creek Watershed District offers excellent benefits, opportunities for growth, and a collaborative work environment. Other benefits include:

- 12 paid holidays
- A generous amount of paid time off
- Flexible, hybrid work schedule
- Employer paid health and dental coverage
- Employer contributions to health savings account (HSA)
- Employer paid short- and long-term disability and life insurance
- Retirement benefits through PERA (Public Employee's Retirement Association)
- Optional employee contributions to MN Deferred Compensation 457(b) Plan
- Opportunities for professional development, including tuition assistance

APPLICATION

Email a cover letter, resume, and the names and phone numbers of three references to:

Erica Sniegowski
Deputy Administrator
Nine Mile Creek Watershed District

esniegowski@ninemilecreek.org

APPLICATION DEADLINE

Monday, October 9, 2023, at 5:00 PM